eHR Viewer Access

Acronym List

CAS ID	Chiropractor license number
eHS	eHealth Saskatchewan
HIPPA	Health Information Privacy (also known as HIPAA)
ISC	Information Services Corporation
JSAP	Joint Service and Access Policy
SHA	Saskatchewan Health Authority

Review History

Reviewed by	Review Date	Reason

Version History

Version	Implemented by	Revision Date	Approval	Reason
1.0	T. Bertram, Executive Director Chiropractors' Association of Saskatchewan			
2.0	KM TL – Jewsbury	March 25, 2021		For Chiropractor registration

Register your Organization

1. eHR Viewer Request for Organization Approval

    a.   The **eHR Viewer Request for Organization Approval** form can be found **here**.

Previously the 'eHS Chiropractors' Organization was used to register chiropractors for the eHR Viewer, however this is no longer available.

- All eHR Viewer users are required to register under an **"Organization"**.
- Each Organization is responsible to ensure that all users complete training and understand the roles and responsibilities.
- Safeguards are in place to protect the security and confidentiality of the eHR Viewer data.
- Data is used only on a need-to-know basis for the authorized purpose in accordance with **HIPA** and the **Joint Service and Access Policy** and managing changes in users. Notably, the <u>approved Organization and the Approver are accountable for the actions of Users.</u>

The Organization must designate at least one "**Authorized Approver**" who is able to verify that members of the Organization who request access to the eHR Viewer are allowed to have access.

Authorized Approvers are responsible to ensure that users complete training and understand their roles and responsibilities, changes in privileges for user accounts is managed, and user access is audited on a regular basis.

2. Considerations for setting up your Organization

When deciding how to set up your Organization, consider the above responsibilities.

Some chiropractic clinics may choose to set the clinic up as an Organization, with a designated head of the Organization *(e.g. one chiropractor in the clinic)*, in which case that person can approve users to register within the Organization.

** It is important to consider the responsibilities associated with being responsible for an Organization noted above, **namely being accountable for the actions of Users within your clinic** *(e.g. other Chiropractors)* **related to the privacy and security of eHR Viewer data and use ****

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3. Options for Organization setup

Determine which of the following 4 scenarios will work for your Organization:

Your organization is already registered:

a. **You can register under an existing Organization.**

If your organization is not registered:

b. **Set up your chiropractic clinic as an Organization**
- For a solo practice chiropractor, this scenario is fairly straightforward.
- For a multi-chiropractor clinic, one chiropractor designate from the clinic will be responsible to fill out and sign the eHR Viewer Request for Organization Approval form and will be the 'head of the Organization'.
- The Organization (clinic) and the Head of the Organization *(chiropractor who signed the form)* will be **responsible for the actions of users of the eHR Viewer by other chiropractors set up under this Organization**.
- The Organization (clinic) can designate multiple "Authorized Approvers" and may choose to designate all other chiropractors in the clinic as Authorized Approvers.

c. **Set up your Prof. Corp as an Organization**
- Due to the inherent risks posed by b) above where independent practitioners are accountable for other independent practitioners' actions, many will choose to set themselves up individually as an Organization.
- If you have a Prof. Corp., fill in the eHR Viewer Request for Organization Approval form with your Prof. Corp. as the "Organization Legal Name" and designate yourself as an Authorized Approver. eHealth will reference your Prof. Corp. information with ISC to verify the information.

d. **If you do not have a Prof. Corp., set yourself up as an individual Organization**
- Follow the same process as c) above, however when filling out the Organization Approval form, put your name in the "Organization Legal Name" *(e.g. Dr. Fred Flintstone Chiropractor)* and designate yourself as an Authorized Approver. eHealth will work with you, and the CAS, to verify the information.

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4. Filling out the eHR Viewer Organization form

    a. The **eHR Viewer Request for Organization Approval** form can be found **here**.

- Organization Legal Name vs. Organization Name:

    Legal Name: legal entity registered with ISC
    Organization Name: social entity

- Designation of Authorized Approvers:

    Email Address: must be unique to the individual
        (enter work address rather than personal if one is available)
    CPSS/MSB Number: enter CASID number
    eHR Viewer Access Required: select **Yes**

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Become an eHR Viewer User

1. eHR Viewer Access

Once your Organization has been approved by eHealth, you will require a personal *my*eHealth account in order to access the eHR Viewer.

- If you belong to a clinic that is already **registered under an existing Organization (a)** or a **chiropractic clinic set up as an Organization (b)** as above, the Authorized Approver will need to approve you as a User.

- If you set up your **Prof. Corp. as an Organization (c)** or **set yourself up as an individual Organization (d),** you can now authorize access for yourself as a user.

Please Note:

o **If you have an active myeHealth account**, log in and navigate to the add/change section and add your new organization (once it has been set up for access).

o If you have sent in the approved organization and are listed as an approver (be sure you have checked off the '**need eHR Viewer access**'), you will be provisioned the access when the organization is set up.

o If you do not have a myeHealth account you will need to create one (see next steps).

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2. Register for a personal myeHealth Account

Important: If you have an existing myeHealth account (currently enabled or previously disabled) there is no need to re-register.

Please Note:
o   ALL approvers require a *my*eHealth account regardless if eHR Viewer access is required.

When registering for your *my*eHealth Account, enter the name of the Organization noted on the form:
eHR Viewer Request for Organization Approval

For new Organizations: eHealth approves and creates the Organization within the system. Individuals should self-register for a personal *my*eHealth account using the most appropriate account scenario (3 types): **New account, current account, old account**

- ### New myeHealth account

    'Have not had access to any *my*eHealth service/application in any location previously' *(e.g. SCI Viewer, EMC, CDM, Panorama etc.)*

    ➤ *Register for a myeHealth Account*, following instructions, privacy policies and other requirements located on eHealth Saskatchewan.
    ➤ Ensure to check the "**need eHR Viewer access**" checkbox.

- ### Existing myeHealth account (enabled)

    'Have current access in another location/organization OR for another eHealth service' *(e.g. SCI Viewer, EMC, CDM, Panorama etc.)*

    ➤ Select *Add or Change an Organization/Facility* on the *my*eHealth website.

- ➢ Fill out the **Add or Change an Organization/Facility – eHR Viewer Request Form.**

- ➢ In the **Registration number** field, ensure to enter your **CASID number.**

- ➢ Once submitted, eHealth will update your *my*eHealth profile with the Organization/Facility once confirmed and/or created in the system.

- • Existing myeHealth account (disabled)

  'Have had access in another location/organization in the past OR for another eHealth service but have not accessed in over one year'
  (e.g. SCI Viewer, EMC, CDM, Panorama etc.)

  - ➢ No action required until contacted by the **eHealth Access Management Services** team via the email address submitted on the eHR Viewer Request for Organization Approval form.

  The registration process is considered complete after reviewing and accepting the **Joint Service and Access Policy** and **completing the online training**. This policy details the specifics of which information you are legally allowed to access – and for what specific purpose.

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Privacy Considerations

1. HIPA / Personal Health Information

HIPA provisions apply to all personal health information contained in the health system. As a "trustee", you must comply with all rules regarding the collection, use and disclosure of personal health information.

eHealth has implemented provisions within the system to ensure patient information is accessed safely, securely and on a "need to know" basis, including audits which can track all views of personal information.

Audits can be requested by the patient or an organization, such as a regional health authority or the CAS.

2. Available References

Health Information Protection Act, H-0.021

Freedom of Information and Protection of Privacy Act, F-22.01

Saskatchewan Government publications

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